

Fig. 3.6 Time Commitments: How To Allocate Your Time As A New Agent to Ensure Quick Success

Activity	Daily	No./Week	Hours
Lead Generation (Prospecting)	4 Hours	5 Days	20
Open Houses		Once a week	3-4
Floor Time*		1 Day	3
Business Meetings	1 Hour	Once a week	1
Office Education	1 Hour	1 Day	1
Manager/Agent Counseling		Once a week	½
Previewing**	2 Hours	5 Days	10

**Take one segment of floor time, if available in your office; do not count on floor time to deliver the "leads" you'll want to reach your goals.*

***Only until you're comfortable with the inventory. Then cut back on the hours and preview with a particular*